

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Embossing of Stipend Awards Certificate Presentation Folders

FROM:

C/SIS/OP

EXTENSION

NO.

DATE

30 July 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/PB/GAD/OTS
Room 100
Central Bldg.

2.

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30 JUL 1986

MEMORANDUM FOR: Chief, Production Branch,
Graphics & Authentication Division, OTS

FROM:

Chief, SIS Support/OP

SUBJECT: Embossing of Stipend Awards Certificate
Presentation Folders

1. This is to request your services in embossing the presentation folders used in the annual Senior Intelligence Service (SIS) stipend awards ceremony.

2. I am sending over to you 102 blank folders which I would like to have embossed as follows:

- 2 - Intelligence Community (IC) Seal
Distinguished Officer
(in gold)
- 8 - Intelligence Community (IC) Seal
Meritorious Officer
(in silver)
- 17 - Central Intelligence Agency Seal
Distinguished Officer
(in gold)
- 75 - Central Intelligence Agency Seal
Meritorious Officer
(in silver)

The folders are packaged in three cartons and I have enclosed in the smaller carton an exemplar of each type of embossing requested.

3. I would appreciate it very much if the work could be completed not later than 1 December 1986. Please let me know if you have any questions on this request or if you foresee any problem in meeting the deadline. I can be reached on [redacted]

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